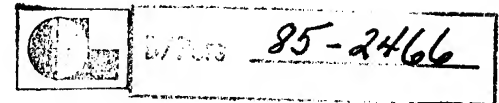


85-2311

AUG 21 1985

MEMORANDUM FOR: Deputy Director for Administration



FROM: Robert W. Magee
Director of Personnel

SUBJECT: Space Requirements for Washington Area Recruitment
Activity Center


REFERENCE: Memo to ExDir dtd. 21 June, subj. Request for Approval to
Acquire and Renovate Replacement Office Space for the Office
of Personnel's Washington, D.C. Recruitment Activity Center

1. This memorandum appeals your earlier turndown of our request to establish a first-class Washington Area Recruitment Activity Center. Since our proposal was first sent to you, we have, as instructed, increased the number of recruiters in our centers, including Washington. This has compounded our space problem to the point where morale and efficiency are beginning to suffer seriously. You will recall that you, the Director of Logistics, and I discussed this matter a few weeks ago at which time you indicated a willingness to review the matter if the situation warrants.

2. Regretably, I still believe we should expend the funds to set up the type of center which reflects the class of this Organization. Due to the limitations, both esthetic and spacial, of the Ames Building, no amount of money we might spend there will make it an appropriate representative of CIA. We must keep in mind that Washington is our busiest area. It is, therefore, a great irony that our recruitment facility is the least attractive.

3. It is our intent to make the Washington Area Recruitment Activity Center not only satisfactory from a size standpoint, but also from efficiency. We propose to make it on-line with Headquarters as we are doing with Los Angeles. The Agency is presently determined to make right the entire recruitment process. Approval of a new facility in Washington is a critical part of that improvement.


4. I hope you will reconsider and approve the attached request.


(Robert W. Magee)

Attachment

CONCUR:

45-17


Director of Logistics

8/23/85
Date

SUBJECT: Space Requirements for Washington Area Recruitment
Activity Center

Distribution:

Orig. & 2 - DDA

1 - D/OL

1 - DD/E/OP

1 - C/ROD/E/OP

1 - D/OP Chrono

1 - D/OP Subject

1 - RWMagee chrono

D/OP/RWMagee/sla/20 August 1985

85-23111

ROUTING AND RECORD SHEET

SUBJECT: (Optional)



85-2466

FROM:

Robert W. Magee
Director of Personnel

EXTENSION

NO.

DATE

AUG 21 1985

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director of Logistics

RECEIVED

FORWARDED

2-3

For Emphasis
 I believe we ought to
 have our best foot forward
 and represent a CLASS
 Agency with a CLASS
 Recruitment center.

STAT

STAT

2.

DK (for signature)
MS/DDA (ATTN: EXO/DDA)

26 AUG 1985

27 AUG 1985

27 AUG 1985

4.

ADDA

27 AUG 1985

5.

DDA

27 AUG 1985

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

85-2311

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

24 JUN 1985

FROM:

Robert W. Magee
Director of Personnel

EXTENSION

NO.

DATE

JUN 21 1985

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

EO/L *[initials]* DD/L

RECEIVED

FORWARDED

1.

D/OL

2.

3.

DDA
7D24 Hqs

4.

Executive Registry
7E12 Hqs

5.

Executive Director
7D55 Hqs

6.

7.

8.

D/OP

9.

10.

11.

12.

13.

14.

15.

A proposal vigorously supported by *[initials]* all those against improving recruitment significantly by saying "nay." B.

ASSUME OP'S OUTYEAR Budgets are being amended to include these COSTS-~~off~~

STAT

STAT

STAT

D/OP,
Nay! I think this is a real waste of taxpayer money. Particularly after all we have spent to improve the current location-

FORM 1-79 610 USE PREVIOUS EDITIONS

GPO : 1983 O - 411-632

I don't care what says, *[initials]* STAT

DD/A Registry

55 23 1

ROUTING AND RECORD SHEET

SUBJECT: (Optional)



24 JUN 1985

FROM:

Robert W. Magee
Director of Personnel

EXTENSION

NO.

DATE

JUN 21 1985

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

DD/L *[initials]* DD/L

RECEIVED

FORWARDED

1.

D/OL

2.

3.

DDA
7D24 Hqs

4.

Executive Registry
7E12 Hqs

5.

Executive Director
7D55 Hqs

6.

7.

8.

D/OP

9.

10.

11.

12.

13.

14.

15.

A proposal vigorously
supported by *[initials]*

STAT

I have

STAT

against improving
recruitment significantly by
saying "nay." B.ASSUME OP'S OUTYEAR
Budgets are being amended
to include these COSTS - *[initials]*

STAT

D/OP,
Nay! I think
this is a real
Waste of taxpayers
Money. Particularly
after all we have
spent to improve
the current location -
I don't care what

STAT

JUN 21 1985

DD/A Registry
85-2311

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Director of LogisticsFROM: Robert W. Magee
Director of PersonnelSUBJECT: Request for Approval to Acquire and Renovate
Replacement Office Space for the office of Personnel's
Washington, D.C. Recruitment Activity Center

1. Action Requested: It is requested that you approve the use of the authority contained in Headquarters [] to lease and renovate office space for the Washington, D.C. Recruitment Activity Center in support of the Directorate of Administration.

STAT

2. Background: The Washington, D.C. Recruitment Activity Center is located in the Ames Building in the Rosslyn area of Arlington, Virginia. This leased space is being cancelled in 1987 and we are presently considering adding interview rooms in this space. The recruitment space is poorly located in the building and is inadequate in size, configuration and amenities to facilitate the Agency's recruitment effort. It cannot accommodate our increased personnel and recruitment in such respects as annuitant use, component interviewing and the installation of ADF equipment which requires secure vaulted space. In this space we cannot consider the addition of medical and polygraph facilities to make this a self-contained applicant processing center. Without question, in addition to being inadequate, the image created by the office is detrimental to our interests and to our recruitment effort.

3. In order to upgrade our recruitment effort and project the desired image, we must have the following:

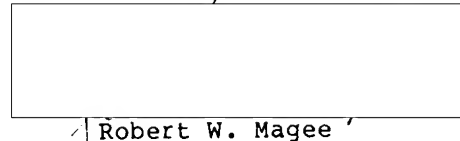
<u>Grade</u>	<u>Space Needed</u>	<u>Footage</u>	<u>Usage</u>
NA	Secure vaulted area	300 sq. ft.	Accommodate records and IBM/PC
GS-14	Chief/WARAC	150 sq. ft.	Management & interviewing
GS-13	Recruitment Officers (4)	400 sq. ft.	Interviewing & administration
GS-13	Annuitant Recruiters (6)	300 sq. ft.	Shared interviewing space
GS-06	Secretary	60 sq. ft.	
GS-08	Personnel Assistant	75 sq. ft.	Test & interview scheduler
	Reception & Work Area	600 sq. ft.	Clerk/Typists & WANG & IBM work stations

<u>Grade</u>	<u>Space Needed</u>	<u>Footage</u>	<u>Usage</u>
	Seating Area	200 sq. ft.	Accommodate waiting applicants
	Security Vestibule Area	60 sq. ft.	
	Interview rooms (3)	400 sq. ft.	Accommodate component interviewers
GS-14	Medical Officer	150 sq. ft.	
	Examining room	100 sq. ft.	Examine applicants
GS-13	Polygraph Officer	100 sq. ft.	
	Polygraph Examining Rm	100 sq. ft.	Polygraph examinations
		3395 sq. ft.	

4. We have been searching for adequate commercial space in the Rosslyn Area and find that three or four buildings have space available. The prime available space is in the USA Today Building which has 3400 square feet available at \$24 per square foot. (When they move into the twin tower which is adjacent the charge will be \$30 per square foot.) We request that the Office of Logistics find adequate commercial space (3200-3500 sq. ft.) in the Rosslyn area to suit our needs. This will provide a prestige image for our highest production recruiting office. This proposal is in keeping with the Office of Security's concept of relocation out of Federal Buildings.

5. The planned move will cost \$80,000 per annum, plus a projected cost of \$15,000 for alterations and renovations. There are no funds available in the Office of Personnel's budget for these costs.

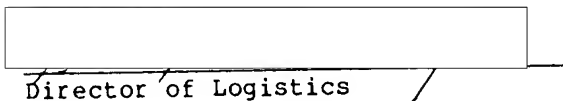
6. Recommendation: Your approval is requested to proceed with the acquisition of the office space listed above.



Robert W. Magee

STAT

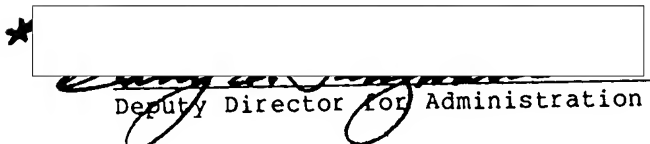
CONCUR:



Director of Logistics

8/26/85
Date

STAT


* 

Deputy Director for Administration

8/27/85
Date

STAT

APPROVED:



Executive Director

8/29/85
Date

STAT

* Concern subject to availability of funds.

SUBJECT: Request for Approval to Acquire and Renovate
Replacement Office Space for the Office of Personnel's
Washington, D.C. Recruitment Activity Center

DA/OP/E/[] (13 June 85)

STAT

Distribution:

Orig - Addressee .
① - Executive Registry
2 - DDA
1 - D/OL
1 - D/OP
1 - DD/E/OP
1 - C/ROD/E/OP
1 - ROD Chrono